



KANSAS

D. KEITH MEYERS, DIRECTOR

DEPARTMENT OF ADMINISTRATION
DIVISION OF FACILITIES MANAGEMENT

KATHLEEN SEBELIUS, GOVERNOR
HOWARD R. FRICKE, SECRETARY

AS-04-025

RE: EVENTS AT THE STATEHOUSE AND CAPITOL COMPLEX AREA

Dear Events Planner:

The Department of Administration, Division of Facilities Management is the reservation/information center for events at the Statehouse. Our goal is to protect you; to preserve your Constitutional rights of freedom of expression; to protect visitors, elected officials, and employees; and to preserve the historic beauty of the Statehouse and Capitol Complex so that others may enjoy it also.

The Statehouse serves many purposes. It is a state historic landmark. It is a place of business and the focal point of state government in Kansas. The Statehouse is being carefully restored and maintained, and it is a beautiful setting for events. The people who work in the Capitol Complex take pride in maintaining it. The work of polishing the woodwork, glass, and marble; dusting; vacuuming; heating and cooling; and picking up litter continues 24 hours per day, 365 days per year. Acres of trees and shrubs are carefully maintained by a staff of groundskeepers and landscapers who keep the Capitol Complex in beautiful condition throughout the year. The Statehouse is one of the state's most popular historic attractions. Hundreds of scheduled events take place at the Statehouse, attracting over 100,000 visitors annually.

This intense use makes it necessary to adopt policies and procedures to protect the Statehouse and grounds and the people who visit. To reserve a public area for your display, exhibit or event, you must complete and sign a Capitol Complex application. Your signature indicates your agreement to follow the policies, rules and regulations adopted by the Kansas Department of Administration. An application fee of \$20 must accompany your application. You will be responsible to pay for damages to persons or property caused by your display, exhibit or event, and for cleaning the event site.

Your cooperation and compliance with these policies, and regulations demonstrates your respect for this historic complex, the proud heritage of Kansas and helps to preserve the Complex for future generations.

Sincerely,

A handwritten signature in blue ink, appearing to read "J.M. Fritton".

J.M. Fritton, P.E.
Deputy Director

JMF:dlw

LANDON STATE OFFICE BUILDING, 900 SW JACKSON ST., STE. 600, TOPEKA, KS 66612-1220

Voice 785-296-1318 Fax 785-296-3456 <http://da.state.ks.us/>

CAPITOL COMPLEX STATEHOUSE & GROUNDS USE APPLICATION

Procedure No. DFM-AS-005

Applicant Information

Name of Organization:		
Contact Name:		Daytime Telephone #:
Current Street Address:		
City:		Fax:
State:		(If applicable)
E-mail Address:		
Application Date:		ZIP:
All Requests must be Received at least 7 Days Prior to Event		
Citizenship or Domicile	(check one) <input type="checkbox"/> Kansas <input type="checkbox"/> Other:	

Sponsor Information

Name of Sponsor:		Telephone:
Street Address:		
City:		(Daytime)
State:		ZIP:

Person in Charge of Event / Exhibit / Display / Special Event

Name:		Telephone:
Street Address:		
City:		(Daytime)
State:		ZIP:

Person in Charge of Clean-up

Name:		Telephone:
Street Address:		
City:		(Daytime)
State:		ZIP:

Type of Activity

Check One: ☐ Event ☐ Art Display ☐ Exhibit ☐ Special Event

Date Requested for Activity:

When do you anticipate the Activity will begin? _____ End? _____

Purpose of the Activity: _____

How many do you anticipate will attend this event whether as participants or as observers? _____

Area Requested

- | | | |
|---|---|--|
| <input type="checkbox"/> 1 st Floor Rotunda | <input type="checkbox"/> 2nd Floor Rotunda | <input type="checkbox"/> South Steps |
| <input type="checkbox"/> 1 st Floor South Wing | <input type="checkbox"/> 2nd Floor North Wing | <input type="checkbox"/> Parking Lot # _____ |
| <input type="checkbox"/> 1st Floor North Wing | | <input type="checkbox"/> Other _____ |

**Equipment / Items Requested
(Weekdays Only)**

Equipment:	Quantity Requested:
<input type="checkbox"/> Chairs (Indoor & Outdoor)	
<input type="checkbox"/> Tables (6 foot)	
<input type="checkbox"/> Easels (Indoor Use Only)	
<input type="checkbox"/> Piano (Indoor Use Only)	
<input type="checkbox"/> Small PA system (50 people or less)	
<input type="checkbox"/> Large PA system (50 people or more)	
<input type="checkbox"/> Trash Receptacles	
<input type="checkbox"/> Display Panels (Indoors use only)	

Special Instructions for Set-Up (Please include Diagram): _____

Additional Comments

Important Note:

- The application fee of \$20 must accompany this application.

Required Signatures

Application not Valid Unless Signed

Signature of Applicant _____

Title / Position _____

Date _____

Telephone # () _____
 Daytime

Return this Application To:

**KS Department of Administration
 Division of Facilities Management
 900 S.W. Jackson, Suite 102
 Topeka, Kansas 66612-1220
 Telephone # (785) 296-3117
 Fax # (785) 368-6307**

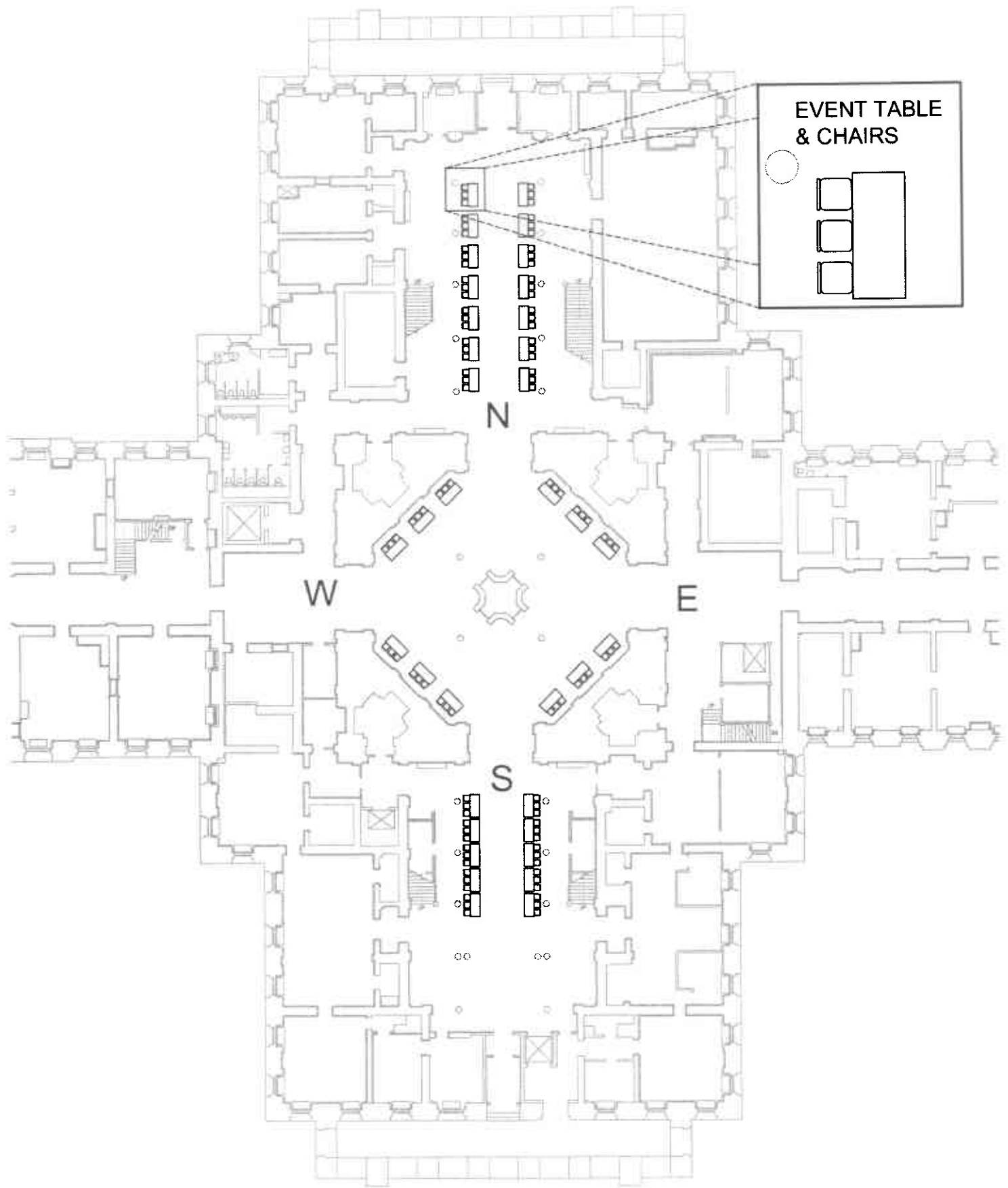
This Area for Office Use Only:

Approved:

- ☐ Yes
☐ No

Signature _____

Date _____



OF

A1

SHEET NUMBER

REVISIONS

DATE: 12/17/2003
DRAWN BY: BT
CHECKED BY: NLT

CCR:
PROJECT TITLE:
KANSAS STATEHOUSE
1st FLOOR EVENT TABLE LAYOUT #1

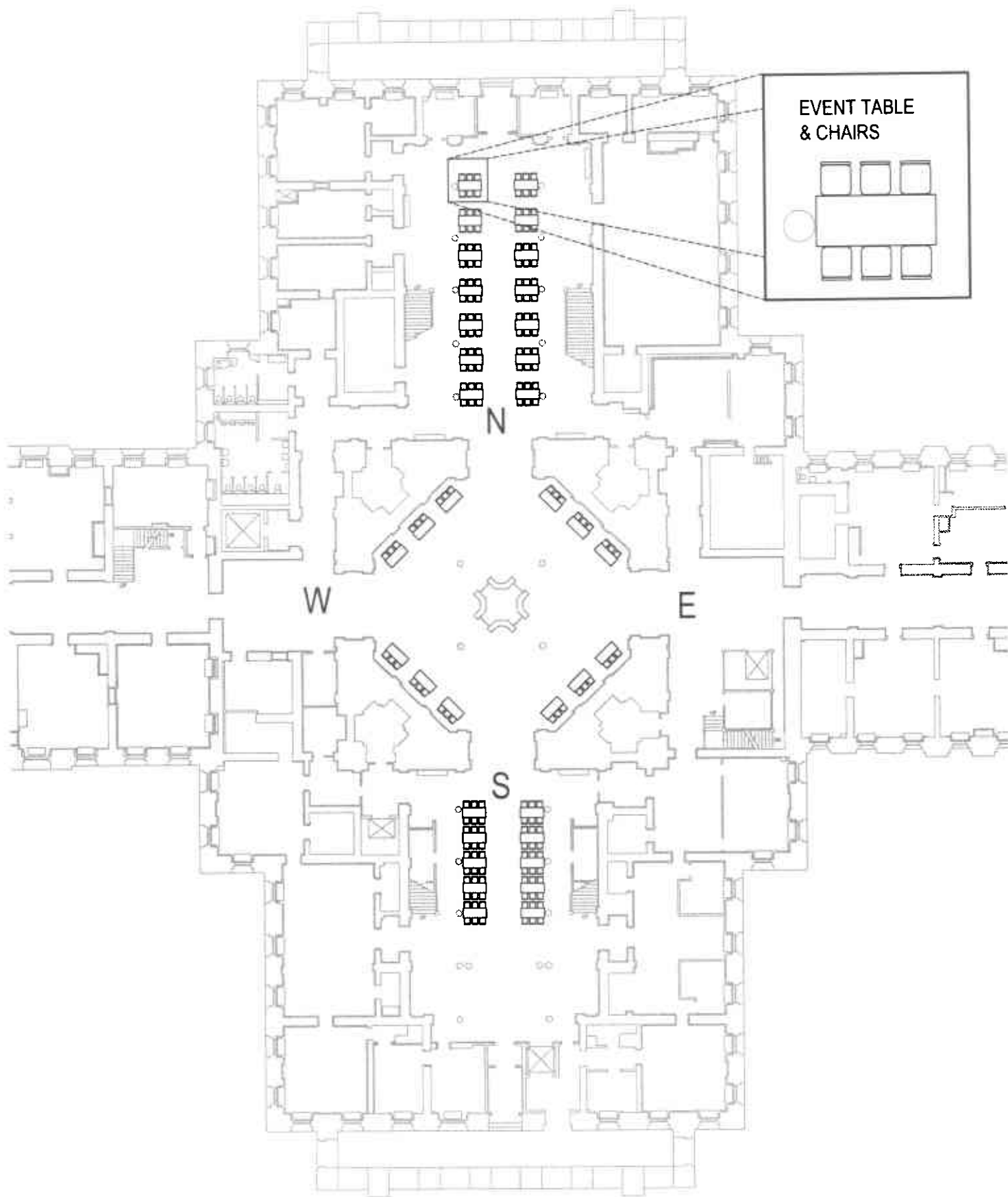
DEPARTMENT OF ADMINISTRATION

DIVISION OF FACILITIES MANAGEMENT

900 S.W. JACKSON, SUITE 600
TOPEKA, KANSAS 66612

KANSAS DFM

PH: (785) 296-8899 FAX: (785) 296-8898
D. KEITH MEYERS, DIRECTOR



OF

A1

SHEET NUMBER:

REVISIONS:

DATE: 12/11/2003
DRAWN BY: BT
CHECKED BY: NLS

CCR:
PROJECT TITLE:
KANSAS STATEHOUSE
1st FLOOR EVENT TABLE LAYOUT #2

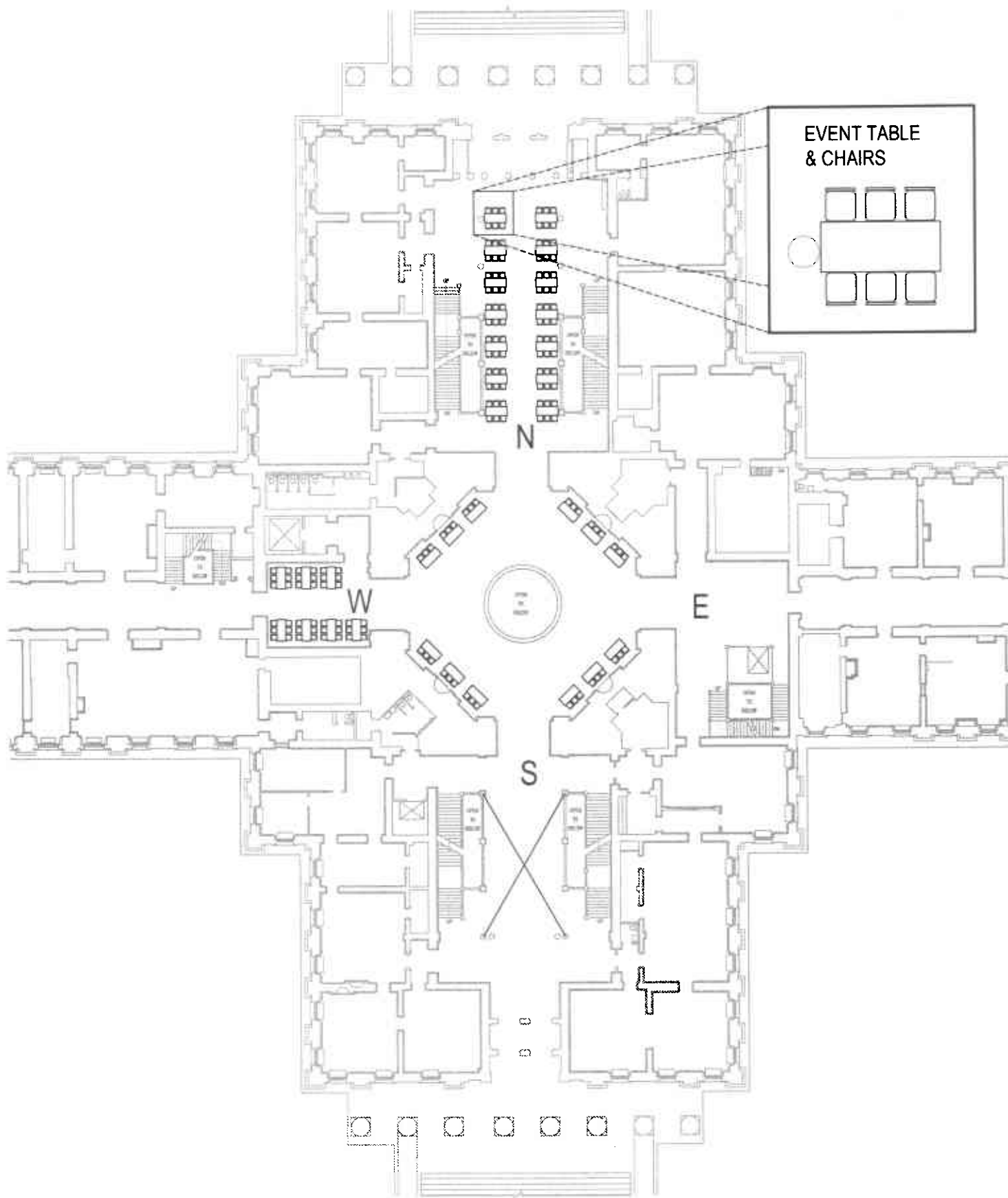
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APPENDIX D

After Hours Capitol Complex and Grounds Fees

Building Services:

Building Technician (electricity, etc.)	\$25.00 per hr.
Housekeeping (trash clean-up)	\$50.00 per event

Set-Up & Take Down:

Technical Equipment:	
Two Hour Minimum	\$50.00
Each Additional Hour	\$20.00
Tables & Chairs	\$20.00 per event
Grounds Crew	\$25.00 per event